

LOGO HERE

# SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

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## 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that all relevant parties are fully aware our commitment to high standards in H&S.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the Workshop, Showroom and associated premises. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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### 1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will however, have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: \_\_\_\_\_  
Manager 2

Date: \_\_\_\_\_

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#### 1.4 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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## 2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a company working in the automotive Industry:

We generally specialise in the sales and servicing and maintenance of light commercials and passenger vehicles.

The company's employees operate an average of a 40 hour week across shifts that cover 8:00 AM to 20:00 PM.

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

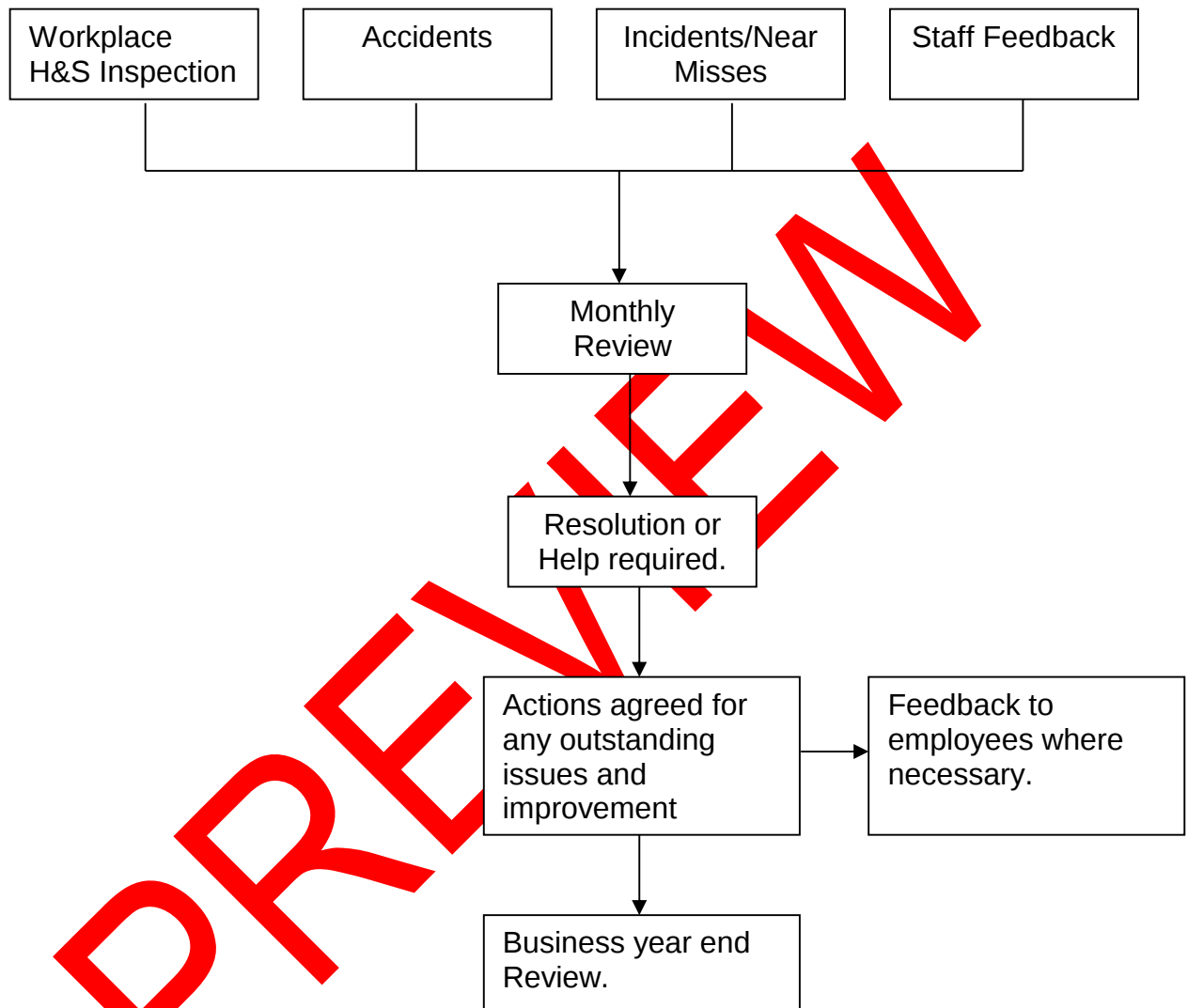
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Other Skills training as per need.
4. Safety critical equipment maintenance records
  - 4.1. Vehicles
  - 4.2. Fire extinguishers
  - 4.3. Spray booth
5. Fire drill records
6. Risk assessments
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  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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## Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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## 2.2 Manager 1

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ While Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively, Manager 1 will manage H&S activities on a day-to-day basis.
- ❑ Manager 1 is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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## 2.3 SUPERVISORS

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

### SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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## 2.4 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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## 2.5 CONTRACTORS

While some companies, such as specialist crash repairers, may be used from time to time they do not operate on our premises and will be expected to have Safety Statements in place on their own premises.

Should it be necessary for a sub contractor such as a Windscreen Fitter, to come to our premises then they will be expected to adhere to our safety rules while on site in ABC Company.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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### 3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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### 3.2 SAFETY INDUCTION

This procedure will be carried out by Manager 1 at the work place where the new employee will be required to work.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.3 TRAINING

#### HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. Manager 1 shall identify the training needs of staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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### 3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held in the general office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

#### 3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents from the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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### 3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ☐ Main office
- ☐ Workshop
- ☐ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

The following contents are required in a first aid box:

- ☐ Card giving general first aid guidance.
- ☐ Individually wrapped sterile adhesive dressings.
- ☐ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ☐ Triangular bandages (sterile).
- ☐ Safety pins.
- ☐ Blue Plasters
- ☐ A selection of Unmedicated wound dressings which should include:
  - ☐ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ☐ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ☐ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ☐ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

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## PROCEDURE &amp; RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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### 3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ Accident report Form
  - ❑ The accident report form must be completed for all accidents.  
Copies of this form are available from Manager 1.
  - ❑ All injuries must be reported on the worksheet also.
- ❑ Health & Safety Authority
  - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php>.
  - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

#### CONTROL MEASURES

- ❑ All Accidents, near misses and Dangerous Occurrences
  - ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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### 3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

### 3.10 PERMIT TO WORK SYSTEM

ABC Company will require any maintenance contractor on the premises to provide a method statement in advance the work commencing. Once on site they will be required to sign off on the method statement and receive a permit to work from Manager 1.

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### 3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

#### IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

#### INFRINGEMENTS

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### SMOKING CESSATION

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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### 3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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### 3.13 Bullying at Work Policy

ABC Company recognises and accepts his responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.

Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 2 directly.

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally, if possible. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary/grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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### 3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers.

ABC Company do not offer work experience places to local schools, colleges, etc.

All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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#### 4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

##### HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ “Hazard” is taken to mean “any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work.”
- ❑ “Risk” is taken to mean “the potential for the hazard to cause harm in the actual circumstances of use.”
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded “High,” “Medium” or “Low” and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

#### Risk Calculation Matrix

|                                | How likely is an injury |   |   |   |   |   |   |
|--------------------------------|-------------------------|---|---|---|---|---|---|
| How serious will the injury be | 1                       | 2 | 3 | 4 | 5 | 6 | 7 |
| 1                              |                         |   |   |   |   |   |   |
| 2                              |                         |   |   |   |   |   |   |
| 3                              |                         |   |   |   |   |   |   |
| 4                              |                         |   |   |   |   |   |   |
| 5                              |                         |   |   |   |   |   |   |
| 6                              |                         |   |   |   |   |   |   |

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

- ☐ Risk Control measures are intended to reduce the risk to an acceptable level.
- ☐ Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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## 4.2 FIRE

### FIRE HAZARDS

The fire safety arrangements for ABC Company are set out below.

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### RISK ASSESSMENT:

### CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

#### 4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

#### Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

#### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
5. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.

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7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

#### 4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

#### 4.2.3 FIRE DRILL

Staff will partake in fire drills as necessary.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

ABC Company staff will adhere to all rules regarding access and egress. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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#### 4.4 HOUSEKEEPING

##### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

Risk Assessment:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not kept in the store, storage areas are defined, staff are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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Set out here are some diagrams that should be used with the instructions on the following pages.



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Precautions

## 1. Manual Lifting Procedure

## 1. The Lift

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

## a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

## b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

## c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

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placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

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## 5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting GET HELP.

**TRAINING**

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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## 4.6 ELECTRICITY

ABC Company employees will adhere to the controls that are put in place. Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

To ensure that all electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.

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- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.7 OFFICES

### HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

### RISK ASSESSMENT

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.
- Dangerous waste e.g. broken glass, shall be carefully disposed of.

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

The main problems that may be associated with VDU's are as follows:

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

#### (b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

#### (c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

#### (d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

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## Risk Assessment:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

## CONTROL MEASURES

- ❑ Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- ❑ The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- ❑ This underlines the importance of keeping VDU's in good condition.
- ❑ It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- ❑ Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- ❑ There should be a restriction on continuous use:
  - ❑ Over two hours with pauses of between 5-10 minutes before further use.
  - ❑ In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
  - ❑ The total time of continuous work at a VDU should be restricted to 6 hours per day.
- ❑ Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- ❑ Epileptics should see a medical adviser before starting work.
- ❑ If there is any untoward incidence of VDU related problems medical advice must be sought.

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### General Precautions

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.

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- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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#### 4.10 General workshop activities

Note: All repair work is subject to individual assessment to assess the tasks and activities of the specific job.

##### HAZARDS

- Multi hazard

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

To ensure that the activities of the mechanics, panel beaters and sprayers does not create a hazard.

##### CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Masks, Overalls and boots will be worn as relevant for the particular type of hazard.

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#### 4.11 Abrasive Wheels (Angle Grinders, etc.)

##### Hazards Identified

- Disc bursting due to:
  - o Incorrect disc fitted
  - o Disc fitted incorrectly
  - o Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

##### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### CONTROL MEASURES

- Users of abrasive wheels equipment must be trained and certified
- Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection
- Machines to be well maintained - if damaged / faulty they are to be reported to Manager 1 immediately and repaired without delay
- Guards to be in good order and NOT REMOVED
- Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard.
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size.
- Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used.
- Always check that a grinding wheel's RPM rating is consistent with the speed of the grinding machine.
- Before mounting a grinding wheel on a machine, make sure the power is turned off at the power point switch and the plug removed.

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- Occasionally a new wheel is cracked or flawed, and is likely to shatter as soon as it is used. New wheels should always be visually checked and given a resonance test before being fixed to the spindle. Tap the side of the wheel with a small tool. It should have a clear ring. A dull noise indicates a flaw.
- Ensure the hole in the grinding wheel fits closely on the spindle.
- When a wheel has been newly fitted between appropriate washers and flanges, rotate it by hand to check the balance before switching on the power to use the machine.
- Unless flanges and washers are evenly seated on either side of the wheel before the locking nut is tightened, the wheel can crack and shatter.
- Always ensure that the wheel has a soft washer or "blotter" on either side to distribute clamping pressure when the nut is tightened.
- Avoid over-tightening the locking nut, as this can exert hazardous forces on the wheel.
- Avoid using grinding wheels designed for steel on materials that will clog the pores between the abrasive particles -for example plastic or aluminium.
- Unless the wheel is "dressed" with a special tool, when pores become blocked or it loses its cutting surface, the operator will have to press harder to achieve the same cutting effect, exerting forces that may cause the wheel to shatter.
- Pressing hard on a dulled wheel surface can produce excessive heat, which will cause the bonding material to glaze.
- Eye and ear protection should be worn for all grinding jobs, including dressing grinding wheels.
- Never remove guards from a bench grinder. They offer protection in the event of wheel failure, and protect hands and fingers from injury.
- The work rest on a bench grinder should be securely fixed and close enough to the grinding wheel to prevent the job slipping off. It should be adjusted as the disc becomes smaller through wear and dressing.
- Wheels should never be run in excess of the maximum speed recommended by the manufacturer.
- Abrasive wheels should be discarded:
  - o When the diameter approaches that of the driving flanges.
  - o When the work rest can no longer be correctly adjusted to the wheel diameter, or
  - o When the wheel no longer cuts efficiently because of reduced peripheral speed.

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#### 4.12 Welding and Flame cutting

Hazards

Burns Arc eye Fire

Person at risk:

Employees / Sub-Contractors / others

Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

- Fire watch person must be present during welding and must have appropriate fire extinguishers to hand
- Area must be segregated and all combustible / flammable materials must be removed
- For arc welding equipment provide fuse protection and earth the work piece
- Use welding screens and eye protection
- Ensure there are no flammable materials in the area where the welding is going to take place
- Ensure the Oxyacetylene equipment has a flashback flame arrester and a non return valve
- Store cylinders upright and protect using chains on rack or trolleys

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### 4.13 Power tools

#### Hazards:

Accidental electrocution from exposed wires  
Personal injury from incorrect use  
Personal injury from inadequate maintenance

#### Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### SPECIFIC PRE-USE CONTROL MEASURES

Check before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

#### GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Manager 1.
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;
- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;

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- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

## TOOL SPECIFIC CONTROLS

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

When using Power Saws

- Do not use the saw without checking it first.
- Follow the standard safety procedures applying to individual saws.
- Follow the standard safety procedures applying to machinery.
- Operate saws with all the guards in position.
- Clean down saws regularly - only with a brush or cloth when saw is unplugged.
- Be aware of the emergency power cut off switches.
- Wear appropriate protective equipment, gloves and goggles or safety visor.
- Ask for help with maintenance and for necessary adjustments.
- Turn off all tools when finished.
- Do not use the saw above shoulder height or when off balance.

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LOGO HERE

ABC Company  
Safety Statement

- Ensure that other people are at least 2-saw lengths away from the operator.
- Restrain all pieces being cut securely.
- Keep work area clear of debris.
- Watch out for falling cut pieces.

PREVIEW

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#### 4.14 Company vehicles

##### Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

##### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### DESCRIPTION

Use of the company vehicles to make deliveries or collections of parts, etc.

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

##### HAZARDS

1. Road Traffic Accident – Injury due to collision

##### RISK ASSESMENT:

##### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESMENT: Low

##### CONTROL MEASURES

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- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities
- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

#### RISK ASSESMENT:

#### CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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## 4. Mobile phones – road traffic accident

## RISK ASSESMENT:

## CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

## 5. Vehicle Maintenance – RTA due to poor maintenance

## RISK ASSESMENT:

## CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

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#### 4.15 Ladders

##### Hazards

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

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## 4.16 Portable Generators

### Hazards

- Electrocution
- Fire
- Fuel spill

### Person at risk:

Employees / Sub-Contractors / Visitors / Others

### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- Are generally rated under 20 KVA
- Individually supply items of portable equipment
- Should have industrial-type sockets (IEC 309) located on the generator frame for connection.
- Sockets to have appropriate IP rating.
- Ear protection may be necessary depending on output and environment.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the generator risk and any nearby combustibles to be on hand.
- Generator to be subject to planned maintenance.

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#### 4.17 Spray Booth

- Multi risk

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

See Separate risk assessment in Appendix.

#### 4.18 Workshop and Power Tools

- Multi risk

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### CONTROL MEASURES

See Separate risk assessment 4.13.

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## 4.19 CASH HANDLING

## Hazards

Assault

Physical injury

## Risks

Medium

Medium

## Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

## 4.19.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register/safe.
2. Perform cash drops regularly depositing cash in a safe.
3. Notice relating to time delay safe displayed.

## 4.19.2 Cash Movement to and from the Bank

1. Minimise the risk to cash by making frequent lodgements.
2. Avoid, as far as possible, set patterns when making lodgements.
3. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Police.
4. If you use transport, try to vary the vehicle being used.
5. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
6. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry

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part of the lodgement on his/her person so as to reduce the possible loss.

7. Be discreet. Avoid the use of a telltale canvas bag that shows the thief you are carrying money, thus attracting them to snatching it quickly. Where possible, carry notes in pockets and bulky change in a cash case.
8. If you are walking, use a busy street and try to walk against the flow of traffic, making a surprise attack from behind more difficult.
9. The first and last stages of the journey to the bank are the most likely points for attacks.
10. Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
11. Do not advertise your business by unnecessary exposure of cash bags or lodgement dockets.
12. When making up the lodgements, initial and date some of the currency wrappers.

#### 4.19.3 Use of Bank Night Safe

1. If possible use a vehicle to convey cash to the night safe.
2. At least two persons should travel to the night safe with the deposit.
3. While en route to the bank, check that you are not being followed.
4. Watch for persons loitering in the vicinity of the night safe or sitting in parked cars in the vicinity – if in doubt postpone the lodgement and pass the particulars of the suspect persons or vehicle to the Police.
5. On arrival at the bank, the driver should remain locked in the car with the bank wallet while the passenger opens night safe. When the night safe has been opened the driver should deposit the cash immediately.
6. Should you discover that the lock of the night safe has been blocked, report this to the Police.

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7. Exercise caution if an "Out of Order" sign is affixed to night safe. Never post the wallet into the bank's letter box.
8. When possible vary the times of making a deposit.
9. Withdrawal of bank wallets from the bank should be made discreetly so as not to advertise that you use the night safe facility.

#### 4.19.4 Action to be taken in the Case of an Armed Robbery or Personal Attack

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes
  - Mode of dress
  - Right or left handed
  - Distinguishing features
  - Words used and accent
  - Number of attackers
  - Note where criminals may have placed their hands and feet
  - Identify vehicular transport used (registration, colour, make of car)
4. Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
5. Hold witnesses at the scene until the Police arrive; otherwise take details (name, address, phone number) for contact later.

#### Notes:

Stay out of danger. Never jeopardise your own personal security or the security of others.

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#### 4.19.5 Post Crime Action – Armed Raids and Personal Attacks

1. Contact the Police.
2. Lock door until the Police arrive.
3. Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
4. Hold witnesses at the scene until the Police arrive, otherwise take details (name, address, telephone number) for contact later.
5. Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
6. Put in place any measures to prevent further injury.
7. Complete an incident/accident report form including:
  - Precise details of what happened.
  - Who was there (witnesses), include names, addresses and phone numbers of non staff members.
  - Detailed descriptions of the criminal(s).

#### 4.20.6 Responding to Alarm Activations

1. On receiving the telephone call from the monitoring station, ask them if they have also alerted the Gardai.
2. Contact the Gardai.
3. Do not approach the premises unless the Gardai are in attendance.

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## 4.20 Use of customer &amp; vehicles (see also 4.14)

## DESCRIPTION

Use any of the vehicles on the forecourt or in the possession of the company.

Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

## HAZARDS

## 1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT: Medium

## CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles or customer vehicles.
- The Garage registration plate must be displayed prominently in any vehicle not registered to the company.
- They must always be driven within the rules of the road and the law.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

## 2. Refuelling.

RISK ASSESSMENT: Low

## CONTROL MEASURES

All refuelling is carried out by people over 18 years of age.  
Refuelling is only carried out in open air such as garage forecourts.  
Fire extinguishers are always present on the forecourts.

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3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

RISK ASSESMENT: Low

#### CONTROL MEASURES

- Company owner vehicles are issued with full wheel changing kits.
- Kit includes the jack, screwdriver, spare wheel and tyre iron. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

4. Mobile phones – road traffic accident

RISK ASSESMENT: Medium

#### CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

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## 4.21 Battery Charging

### HAZARDS

- Electrocution while charging batteries.
- Burn caused by leaking batteries.
- Battery falling on to operator during battery change.

### RISK ASSESSMENT

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- All operators fully trained in use of battery charging equipment.
- Gloves used when handling batteries and leads.
- Good manual handling techniques to be used when handling batteries.
- Mobile power starting cart/trolley to be kept clean and maintained at all times.
- Only trained mechanics allowed to make battery connections for jumpstarting etc.

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## 4.22 Tyre and wheel changing

### HAZARDS

- Manual handling.
- Hand tools.
- Bursting tyres.

### Risk assessment

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- All operators fully trained in use of the wheel changing equipment.
- Gloves used when handling wheels
- Good manual handling techniques to be used when handling tyres and wheels.
- Safety cage used on tyres when inflating.
- Statutory checks made annually by the insurance company on the compressors.
- Statutory checks made annually on the lifting gear.
- All staff to adhere to good manual handling practices as per the earlier assessment.
- All staff to adhere to the earlier controls on using power/hand tools

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#### 4.23 Lifting operations – Engine bay crane, overhead car jacks, etc.

##### Hazards

- Falling materials
- Collapsing crane

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### Risk assessment

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

- Only trained mechanics may use the engine bay lift.
- Mechanic to ensure that engine or other item is secure on the crane before lifting operations commence.
- Annual certification of lifting gear by insurance company.
- General points to be observed in addition this:
  - o Safe working area to be enforced.
  - o Only certified plant and equipment to be used.
  - o PPE to be worn at all times.

|                 |          |                |             |             |
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## 4.24 Fuel/oil hazards.

## Hazards

- Fire
- Spills

Person at risk:

Employees / Sub-Contractors / Visitors / Others

## Risk assessment

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

## CONTROL MEASURES

- All fuels kept in approved sealed containers.
- All hot works and welding are carried out in designated areas behind screens.
- Pits to be kept clear and clean at all times.
- Smoking is not permitted anywhere in the workshop
- Mobile phones not to be used in any area where fuel vapours may collect.
- Correct fire extinguishers to be available at all times
- VICES - All staff to be made aware of the following principles for dealing with fuels:
  - o **Ventilation** - Good ventilation will mean that any vapours given off from a spill, leak, or release from any process, will be rapidly dispersed.
  - o **Ignition** - Ignition sources can be very varied and they include running engines, static electricity, sparks from electrical equipment or welding and cutting tools, hot surfaces, open flames from heating equipment, smoking materials etc. keep all ignition sources away from fuels.
  - o **Containment** - If you have a spill ensure it will be contained and prevented from spreading to other areas.
  - o **Exchange** - Can you eliminate flammable substances from the process altogether?
  - o **Separation** - Are flammable substances stored and used well away from other processes and general storage areas? Can they be separated by a physical barrier, wall or partition? Separating hazards in this manner will contribute to a safer workplace.

|                 |          |                |             |             |
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## 4.25 Responding to a Breakdown

Hazards

Road Traffic Accidents

Other vehicles

Members of the public

Weather

Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

It is not possible in this risk assessment to identify every single situation that could arise in a recovery situation.

The variables are; time of day, time of year, weather, type of vehicle to be recovered, class of road where the breakdown is, driver of breakdown vehicle, injuries, condition of vehicle, spillages, etc.

Therefore this assessment sets out the main high level control measures only. Each of the measures below will have supporting documentation in the company office.

Control measures

- All vehicles shall be fully DOE certified.
- Heavy lift Vehicle recoveries will only be carried out by drivers who also hold HGV and are CPC qualified.
- All recovery vehicles shall be equipped with spill kits to ensure that there are no vehicle residues left behind on the road surface. (see also the standard list of equipment for a recovery vehicle)
- All lifting equipment on the vehicles shall be certified as per the Irish Work Equipment Regulations 2007.
- The checklist in the appendix derived from the Work Equipment Toolkit from the HSA shall be used on all towing lifting vehicles.
- A full register of lifting equipment is kept in the main office.

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## 4.26 Drivers

### Hazards

#### Road Traffic Accidents

#### Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

#### Control measures

- Ensure your CPC is current – if needed.
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the Coach/Bus and take some fresh air.
- Do not use stimulants to overcome tiredness.
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition?
- Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt.
- Ensure vision is not obstructed by pendants or stickers etc. on windows.
- Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians.

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## 4.27 LPG Refilling

Risks Identified: Medium

- Multi hazard

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### CONTROL MEASURES

#### SAFETY AT RE-FUELLING LOCATION

- No smoking or naked flames.
- No source of ignition should be permitted in the vicinity.
- Warning signs to this effect must be displayed.
- Suitable fire extinguishers (dry powder 9kg) should be sited adjacent to the installation.
- Ensure vehicle parking minimum distances.
- Protect vessels & equipment from damage caused by impact.
- PPE – protective gloves and safety goggles must be available

#### SAFETY OPERATING CONDITIONS – PRESSURE SYSTEMS REGULATIONS

- Ensure the cylinder is in test date. For Calor cylinder check the marking inside the cylinder shroud or on coloured ring under service valve- (V Indicates Visual Test Date - H indicates Hydraulic Test Date). If beyond test date year they MUST NOT be filled.
- Ensure the cylinder to be filled is identified as an LPG cylinder for FLT/Motor/Etc. use.
- Ensure the cylinder has been designed and manufactured to a recognised specification and subsequent to 1989, BS 5045:Pt2.
- Ensure that cylinders supplied with a bulk installation are fit for filling. Ensure that damage or maltreatment does not take place.
- Ensure the cylinder has been designed for filling in this manner.
- Damaged cylinders must be set aside and not used. Contact supplier to source a replacement

#### PERSONAL SAFETY AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The 'FILLER' must wear the following Personal Protective Equipment (PPE):
  - o Goggles and neoprene gloves or gauntlets
  - o Long sleeve cotton overalls or jacket

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- o Safety shoes or boots
- Note: Nylon overalls/jacket can produce static electricity, which could be a source of ignition.

#### WHAT IS THE ROUTINE PROCEDURE AT EACH REFUELLING TASK?

- The cylinder will need to be correctly located into the mounting brackets on the FLT/Motor/Etc.
- Ensure the arrow on the base of the cylinder points downwards to indicate that the cylinder is correctly positioned for filling. This will align the internal pipes and gauges for correct operation.
- DO ensure the FLT engine is turned 'OFF'.
- DO ensure the handbrake of the FLT is 'ON'.
- DO make sure any Mobile Phone or device is switched 'OFF'.
- DO ensure the fill coupling is not damaged.
- DO ensure the cylinder valve neoprene seal is intact and free from dirt.
- DO fill the vehicle tank to the fixed maximum liquid level gauge.
- DO follow the procedures as shown on the re-fuelling instruction card.
- DO NOT allow anyone to smoke or use a naked flame in the vicinity.
- DO NOT overfill.
- DO NOT drop the filling nozzle or drag the hose and filling nozzle along the ground this will result in damage to the union and subsequent leakage.
- WHEN MANUAL HANDLING THE FLT CYLINDER ALWAYS TREAT IT AS 'FULL'

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## 4.28 LPG Storage and Conversion issues

## Hazards

Fire and explosion

Leaks

Cold burns

## Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

Control measures (supplemented with information from the HSA)

- All previous assessments such as those on Power Tools, Fire, Fuel, etc. will be fully adhered to.
- Only fully qualified staff will be allowed to work on LPG installation and conversion.
- All conversions will be fully tested and certified.
- All installations/conversions will be carried out in fully ventilated areas.
- All equipment used and installed on a conversion will be fully compliant with IS3216 and any other relevant technical standard.
- LPG must be stored in adequate location where vessels or cylinders are suitably positioned having regard to the relevant codes of practice IS 3216 Parts 1&2.
- LPG plant must be designed to appropriate standards and be properly installed and commissioned by competent persons
- Plant must be fitted with adequate safety and monitoring control devices and operated by competent persons
- There must be a suitable programme of maintenance and testing by competent persons
- Plant must be identifiable and accessible for maintenance
- Records of maintenance and tests must be kept
- Precautions must be taken to prevent fire and explosion including appropriate protection of storage vessels
- Installations must have appropriate security measures to prevent deliberate interference
- Incidents involving death or hospitalisation, fire or explosion or a significant release of LPG must be reported to the Authority and records of such incidents must be kept

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#### 4.29 LPG Dispensing and Emergency Plans

##### Hazards

Fire and explosion

Leaks

Cold burns

##### Risks Identified

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### Control measures

All previous assessments such as those on Fire, Fuel, etc. will be fully adhered to.

- All dispensing equipment is fitted with shear valves to ensure no damage to the dispensing equipment in the event of an impact.
- Safety breakaways are fitted on all hose connectors to prevent damage in the event of a drive off or other error at the dispensing point.
- All dispensing equipment is tested annually by a competent person.
- No smoking or mobile phones permitted in the area of the dispensing.
- Adequate number of cones available to identify any hazards.
- Tanks and fill points are clearly identified.
- LPG main Tank is locked and lock in good working order
- Fill point cap threads are in good condition and not corroded
- Gauges are operational, correctly calibrated, identified by tank number, product grade and safe working capacity
- Artificial light for dispensing area is adequate
- The following signs are displayed at the dispensing point:
  - o LPG – Highly flammable
  - o No Smoking – Switch off engines
  - o Switch off mobile telephones
  - o Not to be used by persons under 16 years of age
  - o Please report any damage immediately

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#### 4.29.1 Day to Day preventative and Maintenance Measures

The points set out below shall be observed by the LPG Station in general. Both Manager 2 and Manager 1 will monitor these points from time to time as they are needed or become due.

General Availability on site and in the Site Register:

- LPG Tank and pipe work diagram available
- LPG/Renewal Certificates/Licence
- Licensing conditions
- Letters to/from the Licensing Authority
- Annual Electrical Inspection Certificate
- Vapour Hazardous Zones Drawing
- Map of the delivery Tanker Route and Hard Standing
- LPG dispenser to main storage tank relationship drawing
- Record of Fire Fighting Equipment (in maintenance file)
- Record of Location of any Service Equipment i.e. Air, Vacuum, etc.
- Record of Pipelines Installation and Maintenance (in maintenance file)
- Record of Metering Pumps/Dispensers Installation and Maintenance (in maintenance file)
- Record of Information and Training for Staff – records and guidelines
- Electrical Register (in maintenance file)
- Record of Visits to the Service Station by any authorised person

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### 4.30 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company.

#### HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
- Overturning.
- Persons being run over/struck by fork lift truck.
- Material falling from forks.
- A truck colliding with an object.

#### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

#### CONTROL MEASURES

- The HSA "Code Of Practice for Rider Operated Fork Trucks" will be adhered to.
- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
- Forward flashing warning light(s) interlocked with the ignition
- Reversing horns/sirens interlocked into reverse gear.
- Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

#### Control during use

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to

|                 |          |                |             |             |
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prevent encroachment by the lift truck into an operatives' work area.

- Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling.
- Operatives are never to be lifted on the forks.
- When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.

#### Training of drivers

- The training of drivers on all types of vehicle will be formal and under the control of a qualified instructor.
- Drivers will be trained on each type of vehicle they are required to drive if validated by the company.
- Trainee drivers will be tested at the end of the training period, and, if successful, will be issued with a special "driving licence" or other certificate.

#### Maintenance

- All our Forklifts are maintained by the supplier. Full records are held by the supplier and are available for inspection upon request. The annual statutory lifting gear check is also carried out by the supplier.
- All drivers carry out a Pre Use inspection using the HSA Poster and check list.
- Each operator must ensure that their forklift is safe to operate and free from defects.
- Any defects should be recorded and reported.
- Any safety critical defects must be rectified before the forklift is used.

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## PART 5

## ANNUAL REPORT

ABC COMPANYSAFETY STATEMENT

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING:

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

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# ABC Company

## Safety Statement

### Safety Statement Document Review

#### ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

| Date of Review | Signed for Company | Description of Changes | Date of update |
|----------------|--------------------|------------------------|----------------|
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
|                |                    |                        |                |
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|                |                    |                        |                |

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## Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by ABC Company
- We will not act in any way that could be harmful to ourselves or any other person.

| Name in block | Signature | Date |
|---------------|-----------|------|
|               |           |      |
|               |           |      |
|               |           |      |
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7. Appendix

PREVIEW

|                 |          |                |             |             |
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### Accident Report Form

|                              |                        |
|------------------------------|------------------------|
| Location:                    | Department / Division: |
| Date of Accident / Incident: | Date of Review:        |
| Management present:          |                        |
|                              |                        |
| Injured Party Details:       |                        |
|                              |                        |
|                              |                        |
|                              |                        |

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Nature of loss  | Nature and extent of actual or potential loss to people, property, process or the environment |
| Description     | Description of the Accident / Incident (who, what, how, when)                                 |
| Causes          | Why did the Accident / Incident occur, (root, basic and immediate causes)?                    |
| Recommendations | Action to prevent recurrence, responsibility & action by dates:                               |
| Reporting       | Distribution of investigation information organisation wide and statutory reporting / reply:  |

|                 |              |                |             |             |
|-----------------|--------------|----------------|-------------|-------------|
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|           |                  |
|-----------|------------------|
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Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

|                         |                |
|-------------------------|----------------|
| Staff Member Name:_____ | Position:_____ |
| Date:_____              |                |

|                        |
|------------------------|
| Details of Suggestion: |
| _____                  |
| _____                  |
| _____                  |
| _____                  |
| _____                  |

SECTION B: to be completed by Supervisor or Manager 2

|               |
|---------------|
| Action Taken: |
| _____         |
| _____         |
| _____         |
| _____         |

Signature:\_\_\_\_\_

Date\_\_\_\_\_

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# ABC Company Safety Statement

## Spray Booth Assessment.

Assessment No: Confined Space Safety document No: RA001  
Title: Spray Booth

### Part 1 - To be completed by selected person confined spaces:

☐ Low risk ☒ Medium risk ☐ High risk

Plant/apparatus: Spray equipment for crash repair

Task area: Booth

Site: Applicable to Spray Booth

Department: Workshop

Work to be done (each task must have own assessment):

Spraying of car parts and bodies

Does work introduce any hazards: Yes - Fumes.

Expected duration of task: 1 hour Starting at:

Company involved:

Person in charge of Work: Workshop supervisor

Total in team: 1

Risk assessment carried out (and attached): ☒ Yes ☐ No

Known hazards:

Fumes

Measurements taken:

Design team estimated air flows and set up extraction.  
All MSDS available to set out limits.

### Safety Checklist (tick appropriate box):

|                          |                                         |                                         |                                    |                                         |                                         |
|--------------------------|-----------------------------------------|-----------------------------------------|------------------------------------|-----------------------------------------|-----------------------------------------|
| Permit for work issued   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A | Cleaning/purging/inerting complete | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A |
| Special precautions      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            | Forced air ventilation in place    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            |
| Special equipment        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            | Continuous atmosphere checks       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A |
| Warning signs/barriers   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            | Communications                     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A |
| Competency checked       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            | Safety equipment in place          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            |
| Lighting installed       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> N/A            | Safety method statement attached   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A |
| Rescue equipment         | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A | Safe access/egress                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A |
| Rescue services informed | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> N/A | Tel No:                            |                                         |                                         |

### Instructions:

Special instructions and/or safety measures required:

Only trained staff may carry out this task.  
Door to be kept closed during all spray operations.  
All paints and other substances to be used strictly in accordance with the MSDS.  
All paints and other substances to be stored in the flame retardant press.  
Spraying may not commence if the ventilation is not working.  
Spray gun and all fittings to be checked before use.  
All PPE to be checked before use.

Name (selected person):

Company:

Date signed:

Time signed:

### Part 2 - To be completed by the person in charge of the working party:

I declare that all the persons in my working party are familiar with the safety and emergency arrangements and are properly

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# ABC Company Safety Statement

Assessment No: Confined Space Safety document No: RA001  
Title: Spray Booth

equipped. I accept responsibility for carrying out/supervising the work listed in Part 1 of this SPR in accordance with the Safety Method Statement and Confined Space Rules and Procedures.

## Initial atmosphere test results

Gas monitor used: N/A  
Serial No: N/A  
Oxygen sufficiency/deficiency (% vol): N/A  
Flammable gas (%LEL): N/A  
Toxic gas(es) (ppm): N/A  
Other (specify) (ppm): N/A  
Heat stress (wet/dry bulb temp): N/A  
Duration allowed (hours):  
Signed (person in charge):

Person in charge:

Date:

Time:

Company:

Contact Tel No:

This assessment must accompany Permit, Method Statement etc and be retained with PFW when cancelled.  
A separate assessment must be completed for each work task e.g. cleaning, maintenance, painting etc.

## Part 3 - Hazard Analysis:

| Hazard/<br>Consequence                                      | Controls                                                                                                                     | Severity | Probability | Risk<br>Rating |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------|-------------|----------------|
| H - Atmos potential for flammable<br>vapours & gases<br>C - | Extraction system installed by design<br>professionals.<br>All lights explosion proof.<br>No electrical points within booth. | 4        | 3           | 12             |
| H - Atmos potential for oxygen deficiency<br>C -            | Extraction system installed.                                                                                                 | 4        | 2           | 8              |
| H - Hazards from eqpt/substances taken<br>into space<br>C - | All paints and substances to be used in<br>accordance with MSDS.                                                             | 4        | 2           | 8              |
| H - Potential exposure to fire & explosion<br>C -           | All light fittings explosion proof.                                                                                          | 5        | 3           | 15             |
| H - Slips trips and falls<br>C -                            | Booth to be kept clean and tidy at all<br>times.                                                                             | 3        | 3           | 9              |

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# ABC Company Safety Statement

Assessment No: Confined Space  
Title: Spray Booth

Safety document No: RA001

Risk rating: 15  
Status: Medium

Additional Controls:  
(for risk rating greater than 6)

| Hazard/<br>Consequence/<br>Existing Controls                                                                                                                                              | Severity/<br>current<br>risk rating<br>(with<br>controls) | Additional Controls                           | Residual<br>Severity/<br>Probability/<br>Risk Rating |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|------------------------------------------------------|
| H - Atmos potential for flammable vapours & gases<br>C -<br>E - Extraction system installed by design professionals.<br>All lights explosion proof.<br>No electrical points within booth. | 4<br>12                                                   | System subject to maintenance and inspection  | 4<br>2<br>8                                          |
| H - Atmos potential for oxygen deficiency<br>C -<br>E - Extraction system installed.                                                                                                      | 4<br>8                                                    | As above                                      | 4<br>2<br>8                                          |
| H - Hazards from eqpt/substances taken into space<br>C -<br>E - All paints and substances to be used in accordance with MSDS.                                                             | 4<br>8                                                    | MSDS must be inspected and updated regularly. | 4<br>2<br>8                                          |
| H - Potential exposure to fire & explosion<br>C -<br>E - All light fittings explosion proof.                                                                                              | 5<br>15                                                   | Ongoing maintenance.                          | 5<br>2<br>10                                         |
| H - Slips trips and falls<br>C -<br>E - Booth to be kept clean and tidy at all times.                                                                                                     | 3<br>9                                                    | Inspections to verify cleaning.               | 3<br>2<br>6                                          |

Residual risk rating: 10  
Residual status: Medium

Conclusions:  
This activity can be safely managed provided the controls are used.

Assessment No: Confined Space  
Title: Spray Booth

Safety document No: RA001

Assessor:  
Position:  
Assessment date:

Signed (assessor)

Authoriser:  
Date authorised:  
Authoriser comments:

**Lifting Equipment Checklist**

Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed. Check each box as it applies to the vehicle/lift in question. Ensure that any corrective actions are listed at the end of the checklist and a timescale and responsibility for completion are clearly stated. The (RXX) after each point are the specific regulation numbers referenced.

Vehicle/Equipment details: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

**Requirement**

- ☐ Safe working load clearly marked (r42)
- ☐ Equipment not designed for lifting persons clearly marked (r42)
- ☐ Unless required for effective operation, employees not under suspended loads (r42)
- ☐ Every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used.
- ☐ Jib or boom clearly marked to indicate the crane of which it is a part re: Heavy lift trucks. (r43)
- ☐ Every platform or support for lifting equipment is suitable (r44)
- ☐ Carrier plate shows rated load in kilograms and, maximum load.
- ☐ Lifting accessories marked to identify the characteristics for safe use.
- ☐ Adequate protection measures to avoid recovery vehicle turning over are in place.
- ☐ Lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)
- ☐ Mobile equipment is accompanied by a certificate of test, specifying the safe working load (r52)
- ☐ Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)
- ☐ Register of lifting equipment and accessories maintained and kept for inspection (r54)
- ☐ Machine not loaded beyond the relevant safe working load (r55)
- ☐ Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)
- ☐ Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices – tested every 6 months (s1pB)
- ☐ Items provided for support of lifting equipment – tested every 12 months (s1pB)
- ☐ Vehicle lifting table - tested every 12 months (s1pB)
- ☐ Winches used for lifting loads - tested every 12 months (s1pB)
- ☐ All equipment tested after any repair or alteration.

Date for non conformances to be remedied: \_\_\_\_\_

Person responsible: \_\_\_\_\_

## Forklift Pre Use Inspection from the HSA



**Health and Safety Authority**  
www.hsa.ie

# Forklift Truck Operator Pre-Use Checks



### Visual Checks

- General Condition.
- Forks.
- Carriage Plate.
- Mast.
- Back Rest Extension / Load Guard.
- Lift Chains.
- Tyres.
- Wheels.
- Overhead Guard / Roll Over Protection Frame.
- Energy Source.
- Hydraulics.
- Identification / Rating Plate.
- Operator's Compartment.
- Access.
- Lights, Windscreen and Mirrors (if fitted).
- Fire Extinguisher (if fitted).

### Practical / Operational Checks

- Seat.
- Safety Belt.
- Ignition and Electrical Systems.
- Reversing Alarm and Horn.
- Warning Lights and Lights (if fitted).
- Hydraulic Controls.
- Brakes (Foot & Parking).
- Clutch and Gearshift.
- Steering.
- Exhaust.
- Noise.

### Thorough Examination

- Thorough examination carried out every 12 months (every 6 months if used to lift persons) by a competent person and test certificate available.

### Working Environment

- No evidence of leaks.
- No obstructions (overhead or in working area).
- Correct forklift type for working environment.

### If used on the Public Road

- Forklift truck registered and number plate (front and rear) displayed, clean and legible.
- Valid tax and insurance disc displayed.
- Road lights (side, head, rear, stop and number plate lights) in place, clean, correct colour and working correctly.

### Note:

Head, stop and direction indicator lights are not required if the truck cannot exceed 12 miles per hour (19 Kilometres per hour) provided that the driver is clearly visible on all sides, can give hand signals to other traffic and the vehicle is not used during lighting-up hours except in an adequately lit public place.

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# ABC Company Safety Statement

## Forklift Truck Operator Pre-Use Checks



Vehicle Serial / Identification Number \_\_\_\_\_

### Check Items

✓ OK    ✗ DEFECT

#### Visual Checks

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1  | <b>General:</b> Good condition with no damage, excessive dirt or rust. Any defects previously noted repaired.                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 2  | <b>Forks:</b> Correctly positioned, not damaged, cracked, bent or worn. Anchor pins secure and not worn, loose or bent.                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| 3  | <b>Carriage Plate:</b> No damage or distortion, sitting square to the mast and lubricated. End stop bolts engaged and secure.                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
| 4  | <b>Mast:</b> No damage, distortion or cracks. No undue wear, scoring, dirt or foreign bodies in channels. End stops secure. Rollers, no uneven wear or incorrect tracking. Slides intact and secure.                                                                                                                                                                                                                              | <input type="checkbox"/> |
| 5  | <b>Back Rest Extension / Load Guard:</b> In good condition, secure with no distortion or cracks.                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| 6  | <b>Lift Chains:</b> Not damaged worn or stretched, no broken links or rust. All pins in place.                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| 7  | <b>Tyres:</b> No damage, excessive dirt or wear, rust, cracks, splits or separation of tyres and rims. Pneumatic tyres correct air pressure.                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 8  | <b>Wheels:</b> Undamaged and free from obstruction and debris. All nuts secure and in place.                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| 9  | <b>Overhead Guard / Roll Over Protection Frame:</b> Secure, undamaged with no loose items.                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| 10 | <b>Energy Source:</b> <ul style="list-style-type: none"><li>• <b>Gas or Diesel:</b> Engine oil, fuel and radiator water level correct. Gas bottle secured, no rust, corrosion or damaged pipes, hoses or seals.</li><li>• <b>Electric:</b> Electrolyte level, battery plug and connections correct. Power cable intact, connected and secure. No exposed wires, battery brackets secure and battery adequately charged.</li></ul> | <input type="checkbox"/> |
| 11 | <b>Hydraulics:</b> No damage or fluid leaks, no splits in hoses, no leaks around fittings.                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| 12 | <b>Identification / Rating Plate:</b> Intact, clean and legible.                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| 13 | <b>Operator's Compartment:</b> Clean with no loose items.                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| 14 | <b>Access:</b> Steps and grab handles in good condition and clean.                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> |
| 15 | <b>Lights, Windscreen and Mirrors (if fitted):</b> Clean and undamaged.                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| 16 | <b>Fire Extinguisher (if fitted):</b> Secure and charged.                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |

#### Operational Checks

- |    |                                                                                                             |                          |
|----|-------------------------------------------------------------------------------------------------------------|--------------------------|
| 17 | <b>Seat:</b> Good condition, secure and adjusted correctly.                                                 | <input type="checkbox"/> |
| 18 | <b>Safety Belt:</b> Accessible, in good condition and working correctly.                                    | <input type="checkbox"/> |
| 19 | <b>Ignition &amp; Electrical System:</b> Working correctly. All gauges and instruments visible and working. | <input type="checkbox"/> |
| 20 | <b>Reversing Alarm and Horn:</b> Working correctly and audible.                                             | <input type="checkbox"/> |
| 21 | <b>Warning Lights &amp; Lights (if fitted):</b> Working correctly.                                          | <input type="checkbox"/> |
| 22 | <b>Hydraulic Controls:</b> Working smoothly and correctly.                                                  | <input type="checkbox"/> |
| 23 | <b>Brakes (Foot &amp; Parking):</b> Working correctly.                                                      | <input type="checkbox"/> |
| 24 | <b>Clutch &amp; Gearshift:</b> Working smoothly and correctly.                                              | <input type="checkbox"/> |
| 25 | <b>Steering:</b> Working correctly with no excessive play.                                                  | <input type="checkbox"/> |
| 26 | <b>Exhaust:</b> No excessive smoke, sparks or flames.                                                       | <input type="checkbox"/> |

#### Defect Details

Operator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager's / Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: This is a sample operator pre-use forklift truck checklist. It is recommended that employers prepare their own operator pre-use checklists, taking account of the manufacturer's recommendations, the type and use of their own forklift trucks.

## PART 8. Related Policies

### 8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

## 8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.